

# Position Copy User Guide

<b>User Guide Contents</b>	Illustrates the capability to copy a position with the same PCN or create a position with a new PCN using various PCN Indicators.	
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# Position Copy Definitions

## Dual Occupancy (D)

The customer obtained approval to dual encumber a position because the primary holder (PCN = "C") has been Detailed to another position for an extended period of time, or the primary holder (PCN = "C") is permanently vacating the position (i.e., Retirement) sometime in the future and they want to ensure a seamless transition. The following personnel actions are appropriate:

- Temporary Promotion (non-Competitive)
- Recruit/Fill (Competitive)
  - Appointment
  - Reassignment
  - Temporary Promotion
  - Promotion

## Career Ladder – Same PCN (G)

An employee is eligible for a Career Ladder Promotion

## New PCN (C)

Create a new PCN using a like position

## Reclassification or Position Change (R)

To update/change the position attributes of an encumbered position, in order to process the following personnel actions:

**Note:** An "R" is used for reclassification actions.

- Reassignment (same PCN, different PD due to Reclassification)
- Change to Lower Grade (same PCN, different PD due to Reclassification)
- Promotion (same PCN, different PD due to Reclassification)

Exception to the above note:

- Position Change due to Conversion to Appointment (same PCN, different PD)

## Detail Position – Same PCN (T)

When an employee is being detailed to an encumbered/obligated PCN

**Note:** When the Termination of Detail is processed, the "T" position will automatically eliminate and be removed from the hierarchy.

**Note:** The Employee detailed to a (T)emp Detail - Same PCN (PCN Indicator 'T') will be displayed in the Position Hierarchy under PCN Indicators 'C' and 'T'

**Detail Position – New PCN (T)**

Create a new PCN using a like position to be used for a Detail NTE personnel action

**Note:** When the Termination of Detail is processed, the “T” position will automatically eliminate and be removed from the hierarchy.

**Business Rule:** As of August 25, 2013, only the “T” Indicator will be allowed for Detail actions.

# Copying a Position

Navigate to Position Screen and find a Valid Active Position

The screenshot shows a web application window titled "Position". It contains several tabs: "Position Details", "Hiring Information", "Work Terms", "Additional Detail", and "Budgets". The "Position Details" tab is active. It displays the following information:

- Name: Human Resources Specialist (Information Systems).GS14.00C2589.011.005622.C
- Open: ☐ Under Review: ☐ Approved Future Actions: ☐
- Start Date: 03-JUL-2011
- Date Effective Name: Human Resources Specialist (Information Systems).GS14.00C2589.0
- Type: Single Incumbent ☒ Permanent ☐ Seasonal
- Organization & Job: Organization: ACIH-1, Job: 0201.Human Resources Management
- Proposed End Date: (empty)
- Hiring Status: Status: Active, Start Date: 03-JUL-2011, Proposed End Date: (empty)
- Location: 171670031, Status: Valid
- Effective Dates: From: 03-JUL-2011, To: (empty)
- Further Info: (empty) [ ]

At the bottom, there are five buttons: "Validate(Z)", "Occupancy", "Extra Information", "Position Actions", and "Org and Occ Update".

Depending on your responsibility select:

Position Actions button

This close-up shows the bottom buttons of the "Position" screen: "Validate(Z)", "Occupancy", "Extra Information", "Position Actions", and "Org and Occ Update". A mouse cursor is pointing at the "Position Actions" button.

OR

Others button and choose the "Position Actions" option.

This close-up shows the bottom buttons of the "Position" screen: "Validate(Z)", "Occupancy", "Extra Information", "Reporting To", and "Others...". A mouse cursor is pointing at the "Others..." button.

This screenshot shows the dropdown menu that appears when the "Others..." button is clicked. The menu has a title "Navigation Options" and a search field "Find %". Below the search field, there are two options: "Org and Occ Update" and "Position Actions". The "Position Actions" option is highlighted with a mouse cursor.

The Position Extra Information will populate for the selected Position

CHRIS Position Actions

Source Position

Name: Human Resources Specialist (Information Systems).GS14.00C2589.011.005622.C Effective Date: 10-JUL-2013

Position Action

Action: [Dropdown] New Effective Date: [Field]

New Position Name: [Field]

New PCN Number: [Field] New Sequence Number: [Field] New PCN Indicator: [Field]

New Position Information

Organization: ACIH-1 Office Symbol: CIH Agency Code/Subelement: GS14

Job: 0201.Human Resources Management PD #: 00C2589

Position Title: Human Resources Specialist (Information Systems) Classified Date: 23-APR-1997

Location: 171670031 Chicago, IL

Personnel Office ID: 4177 - GSA Central Office Staff Offices (4177) Supervisory Status: 5 - Management Official (C...)

Competitive Area: 9B CO GM&A emps. in Washington DC Metropolitan Competitive Level: N002

Security Access: 1 - Secret Access Required, ENTNAC/NAC/NAC/BI... Position Sensitivity: 2 - Noncritical-Sensitive (N...)

Occupation Category: A - Administrative FLSA Category: E - Exempt

Bargaining Unit Status: 8888 Ineligible for Inclusion In A Bargaining Unit Position Occupied: 1 - Competitive Service

Functional Class: 00 - Not Applicable

Work Schedule: F - Full-Time Part-Time Hours Biweekly: [Field]

Entry Level Grade: GS-14 Valid Grade: GS-14 Target Grade: GS-14

Pay Table ID: 0000 0000 Oracle Federal Standard Pay Table (AL, ES) Pay Basis: PA - Per Annum

Parent Position: [Field]

Submit Close

Select one of the Position Actions

Position Action

Action: [Dropdown]

Create Position for (D)ual Occupancy - Same PCN (PCN Indicator: 'D')

Create Position for Career Ladder - Same PCN (PCN Indicator: 'G')

(C)opy Position - New PCN (PCN Indicator: 'C')

Create Position for (R)eclass or Position Change - Same PCN (PCN Indicator: 'R')

Create Position for (T)emp Detail - Same PCN (PCN Indicator: 'T')

Copy (T)emp Detail Position - New PCN (PCN Indicator: 'T')

Enter a value for the Effective Date, when the changes are effective.

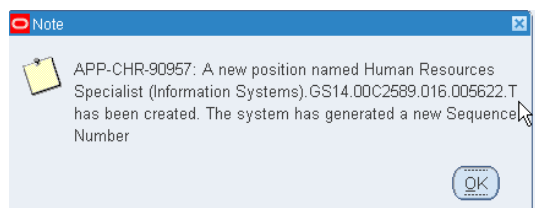
Position Action

Action: Create Position for (T)emp Detail - Same PCN (PCN Indicator: 'T') New Effective Date: 30-JUN-2013

After entering the required changes select the "Submit" button.

Submit Close

A “**Note**” window appears which outlines the new position attributes (i.e., Position Title, Agency Code/Subelement, Position Description Number, Sequence Number, Position Control Number, Position Control Number Indicator).

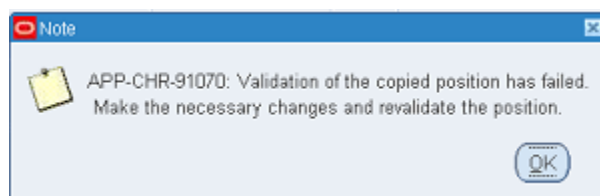


If there are no discrepancies, the position status will become Valid.

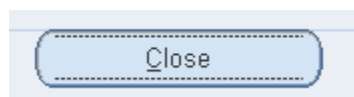
NOTE: It is still the responsibility of the HR to verify the position information is accurate.



If the validation process fails, you will receive the Note below. Click the OK button.



Click the Close button to return to the Position screen.



Click on the Validate button to receive the specific error message.

Name: Asset Manager.GS03.VW30053.007.005620.D

☐ Open ☐ Under Review ☐ Approved Future Actions

Position Details Hiring Information Work Terms Additional Detail Budgets

Start Date: 14-JUL-2013

Date Effective Name: Asset Manager.GS03.VW30053.007.005620.D

Type: Single Incumbent ☒ Permanent ☐ Seasonal

Organization & Job

Organization: AWPBT Proposed End Date:

Job: 1101.General Business And Industry Proposed End Date:

Hiring Status

Status: Active Start Date: 14-JUL-2013 Proposed End Date:

Location: 110010001 Status: Invalid

Effective Dates From: 14-JUL-2013 To: Further Info: [ A ]

Validate(Z) Others...

**Error**

APP-CHR-90187: The Occupation Category Code must be A for the Occupational Series (1101.General Business And Industry) and Grade (GS-12) you have selected. Please navigate to the Position Extra Information, US Federal Position Group 1 and input A for the Occupation Category Code.

OK